Approved For Release 2005/11/21: CIA-RDP70-00211R000500090020-4

SOME PRINCIPAL RECORDS MANAGEMENT ACTIVITIES FOR JULY AND AUGUST 1962

25X1

Reports. 1 TITLE OF ASSIGNMENT ASSIGNED TO STATUS AND RESULTS 1. Vital Records Conducted a Workshop for certain Records Officials of GSA, MSA, State and AID. 25X1 2. Records Control Schedules Reviewed and approved schedules for OO/CD 25X1 Approved revisions of schedule items for ORR, Comptroller, OL, OP, OS and FI/DDP. 3. Disposal Standards for Secured Congressional authority for destruction of case 00/CD case files files after 11 years old. 4. Operation of Agency Records Received 2140 cu. ft. of records; disposed of 1668 cu. ft; Center and Vital Records furnished 67,629 references to offices. 78,518 cu. ft. of Repository records on hand 1 Sep. 1962. A significant trend of the past two months is the low net increase in Center holdings (472 cm. ft.) due to increased disposition activity. 5. Requests for New and Developed 10 new forms; revised 5 existing forms and Revised Forms eliminated 1 form. 6. Survey of Case Processing One Division (PSD/OS) replied to Survey; swniting reply Forms in 0/3 from 2 other divisions. Inventory being made to determine forms costs for past year, 7. Inventory of CIA Forms and future costs quarterly for forms printed in Agency. New Forms Catalog under way. 25X1 8. Survey of Paperwork Process Made a Preliminary Survey at request of Dr. Tietjen and Medical Staff Preliminary Informal Report made on basis of 5 days work indicates a number of areas for Improvement. 9. Review of Requests for Completed Review of 5 Requests. Secure Areas.

25X1

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